

Cannon Falls Library Board  
Agenda  
Monday January 13, 2014  
6:00 pm  
at  
the Library.

- 1) Approval of Agenda
- 2) Consent Agenda
  - a. December Minutes
  - b. Director's Report
  - c. November Financials
- 3) Board Business
  - a. New Board Member Introduction
  - b. Library Board Elections
  - c. Closing Saturday May 31 for Carpet Cleaning
  - d. Children's card policy and internet
  - e. February Library Board Meeting Change
- 4) Adjournment

Next meeting  
TBA

December 9 2013  
Cannon Falls Library Board Meeting Minutes

Present : Justin Padgett, Jason Ochocki, Carol Price, Cathy Gallups, Nancy Tietz

Meeting called to order at 6:03 PM

Nancy Tietz made a motion to approve the Agenda, Cathy Gallups seconded. The motion passed.

Carol Price made a motion to approve the Consent Agenda, Cathy Gallups seconded. The motion passed.

**BUSINESS**

Workforce Development Inc. employee.

The director of the WDI in Red Wing approached Justin to place a client in the Library. WDI is a service that works with persons over 55 to learn new job skills and gain current employment experience. The Library will not pay the employee, as that is all handled through WDI, but the employee will report to Justin. On December 12<sup>th</sup> Justin will meet with the WDI Director and the prospective employee. This will tentatively be for 6 hours a day, 2 days in a week. Employment placement is usually 1 to 2 years, but Justin has the ability to ask for the withdrawal of the WDI employee for any standard business reasons. This person would be not be a volunteer, as WDI will pay them the same as the lowest paid Library employee.

Cathy Gallups made a motion to approve the addition of a Workforce Development Inc employee. Carol Price seconded. The motion passed.

Meeting closed for discussion of Justin's yearly performance evaluation.

Carol Price made a motion to approve the Justin's evaluation, Nancy Tietz seconded. The motion passed. After Jason Ochocki discusses the final evaluation numbers and comments with Justin it will be submitted to City.

6:46 Nancy Tietz made a motion to adjourn, Carol Price seconded. The meeting was adjourned.

Respectfully submitted,

Jason Ochocki

12/16/13  
10:49:39

CITY OF CANNON FALLS, MN  
Revenue Budget vs. Actual Query  
For the Accounting Period: 11 / 13

Page: 1 of 1  
Report ID: B110A

Funds 211- 211

% of Revenue

Fund	Account	Current Month	Received YTD	Estimated Revenue	Revenue	Received
					To Be Received	%
211 LIBRARY FUND						
310100	CURRENT AD VALOREM TAX	0.00	140,419.50	280,839.00	140,419.50	50 %
337200	GOODHUE COUNTY FUNDS	0.00	52,389.73	105,216.00	52,826.27	50 %
341500	SALE OF MAPS AND PUBLICATIONS	136.30	964.85	750.00	-214.85	129 %
347600	LIBRARY FACILITY FEES	0.00	23.50	100.00	76.50	24 %
351300	LIBRARY FINES	529.65	4,793.65	9,100.00	4,306.35	53 %
367020	DONATIONS-LIBRARY	0.00	450.00	1,000.00	550.00	45 %
	Fund Total:	665.95	199,041.23	397,005.00	197,963.77	50 %
	Grand Total:	665.95	199,041.23	397,005.00	197,963.77	50 %

12/16/13  
10:50:48

CITY OF CANNON FALLS, MN  
Expenditure Budget vs. Actual Query  
For the Accounting Period: 11 / 13

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Report ID: B100A

Funds 211- 211

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
211 LIBRARY FUND							
455100 LIBRARY							
1010	FULL TIME WAGES	6,347.74	87,549.75	93,200.00	93,200.00	5,650.25	94 %
1020	FULL TIME OVERTIME WAGES	0.00	8.03	0.00	0.00	-8.03	*** %
1030	PART TIME WAGES	9,065.95	109,127.58	120,000.00	120,000.00	10,872.42	91 %
1120	SICK PAY	650.02	3,320.86	7,100.00	7,100.00	3,779.14	47 %
1130	VACATION PAY	1,674.75	11,000.17	15,000.00	15,000.00	3,999.83	73 %
1140	HOLIDAY PAY	1,085.98	6,564.32	10,200.00	10,200.00	3,635.68	64 %
1210	PERA	1,305.27	15,494.98	17,800.00	17,800.00	2,305.02	87 %
1220	FICA	1,400.28	16,556.64	18,800.00	18,800.00	2,243.36	88 %
1310	INSURANCE-HEALTH, LIFE, ETC	1,122.70	12,349.70	17,600.00	17,600.00	5,250.30	70 %
1510	WORKMANS COMPENSATION	0.00	1,684.00	2,000.00	2,000.00	316.00	84 %
2010	OFFICE SUPPLIES	210.15	5,274.79	6,000.00	6,000.00	725.21	88 %
2110	CLEANING	0.00	785.43	1,000.00	1,000.00	214.57	79 %
2230	BUILDING REPAIR AND SUPPLIES	42.64	561.41	300.00	300.00	-261.41	187 %
3090	DATA PROCESSING	0.00	1,080.00	300.00	300.00	-780.00	360 %
3130	CLEANING SERVICES	0.00	0.00	800.00	800.00	800.00	0 %
3210	TELEPHONE	237.67	2,448.88	1,300.00	1,300.00	-1,148.88	188 %
3220	POSTAGE	49.02	1,563.74	2,000.00	2,000.00	436.26	78 %
3310	TRAVEL & TRAINING	0.00	25.00	400.00	400.00	375.00	6 %
3610	INSURANCE	0.00	3,411.00	1,900.00	1,900.00	-1,511.00	180 %
3810	ELECTRIC UTILITIES	0.00	7,331.10	4,000.00	4,000.00	-3,331.10	183 %
3830	GAS UTILITIES	83.38	3,475.76	2,500.00	2,500.00	-975.76	139 %
3890	OTHER UTILITIES	74.37	789.94	900.00	900.00	110.06	88 %
4010	BUILDING REPAIR AND SERVICES	1,175.00	4,103.66	2,000.00	2,000.00	-2,103.66	205 %
4040	EQUIPMENT REPAIR AND SERVICES	119.73	2,576.92	2,000.00	2,000.00	-576.92	129 %
4092	SELCO SERVICE CONTRACT	966.42	11,395.62	11,805.00	11,805.00	409.38	97 %
4093	CATALOGING	0.00	105.29	200.00	200.00	94.71	53 %
4120	BUILDING RENTAL EXPENSE	1,250.00	13,750.00	15,000.00	15,000.00	1,250.00	92 %
4330	DUES AND SUBSCRIPTIONS	0.00	10.00	100.00	100.00	90.00	10 %
4390	OTHER CHARGES	5.36	2,411.06	300.00	300.00	-2,111.06	804 %
4391	PERIODICALS	10.59	2,864.28	2,000.00	2,000.00	-864.28	143 %
4392	AUDIO/VISUAL	0.00	2,491.70	5,000.00	5,000.00	2,508.30	50 %
4393	PROGRAMS	770.16	2,489.48	5,200.00	5,200.00	2,710.52	48 %
5600	FURNITURE/OFFICE EQUIP	1,055.12	51,877.43	6,300.00	6,300.00	-45,577.43	823 %
5900	BOOKS	2,049.64	17,375.05	24,000.00	24,000.00	6,624.95	72 %
Account Total:		30,751.94	401,853.57	397,005.00	397,005.00	-4,848.57	101 %
Fund Total:		30,751.94	401,853.57	397,005.00	397,005.00	-4,848.57	101 %
Grand Total:		30,751.94	401,853.57	397,005.00	397,005.00	-4,848.57	101 %

12/16/13  
10:51:41

CITY OF CANNON FALLS, MN  
Detail Ledger Query  
For the Accounting Periods: 11/13 - 11/13

Page: 1 of 3  
Report ID: L091

Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #				Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND									
341500 SALE OF MAPS AND PUBLICATIONS									
JV	3674	6	STATE-COPIES SALES TAX			11/13	6.00		
RV	E	2	LIBRARY-COPIES			11/13		142.30	
Account Total:						828.55 CR	6.00	142.30	964.85 CR
351300 LIBRARY FINES									
RV	E	1	LIBRARY-FINES			11/13		529.65	
Account Total:						4,264.00 CR		529.65	4,793.65 CR
455100 LIBRARY									
1010 FULL TIME WAGES									
PR	131100	70	Payroll Expenditure			11/13	2,731.87		
PR	131101	78	Payroll Expenditure			11/13	3,615.87		
Object Total:						81,202.01 DB	6,347.74		87,549.75 DB
1030 PART TIME WAGES									
PR	131100	71	Payroll Expenditure			11/13	4,596.51		
PR	131101	79	Payroll Expenditure			11/13	4,469.44		
Object Total:						100,061.63 DB	9,065.95		109,127.58 DB
1120 SICK PAY									
PR	131100	72	Payroll Expenditure			11/13	491.92		
PR	131101	80	Payroll Expenditure			11/13	158.10		
Object Total:						2,670.84 DB	650.02		3,320.86 DB
1130 VACATION PAY									
PR	131100	73	Payroll Expenditure			11/13	1,299.76		
PR	131101	81	Payroll Expenditure			11/13	374.99		
Object Total:						9,325.42 DB	1,674.75		11,000.17 DB
1140 HOLIDAY PAY									
PR	131100	74	Payroll Expenditure			11/13	171.28		
PR	131101	82	Payroll Expenditure			11/13	914.70		
Object Total:						5,478.34 DB	1,085.98		6,564.32 DB
1210 PERA									
PR	131100	75	Employer Contributions			11/13	648.40		
PR	131101	83	Employer Contributions			11/13	656.87		
Object Total:						14,189.71 DB	1,305.27		15,494.98 DB
1220 FICA									
PR	131100	76	Employer Contributions			11/13	690.89		
PR	131101	84	Employer Contributions			11/13	709.39		
Object Total:						15,156.36 DB	1,400.28		16,556.64 DB
1310 INSURANCE-HEALTH, LIFE, ETC									
JV	3678	8	HEALTH INS			11/13	1,122.70		
Object Total:						11,227.00 DB	1,122.70		12,349.70 DB
2010 OFFICE SUPPLIES									
CL	27748	2	Distilled Water		ECONOFODS	11/13	7.95		
CL	27759	1	5119880 Laminate		DEMCO	11/13	100.62		
CL	27765	1	38180 Patron Cards		SOUTHEASTERN LIBRARIES COO	11/13	48.50		
CL	27773	3	Reimb Fisk Punch, Mailer		HOLMES-HELGREN HEIDI	11/13	32.92		
CL	27839	1	941981 Tape, Notes		SCHMIDT-GOODMAN OFC PROD	11/13	20.16		

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CITY OF CANNON FALLS, MN  
Detail Ledger Query  
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Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND							
455100 LIBRARY							
Object Total:				5,064.64 DB	210.15		5,274.79 DB
2230 BUILDING REPAIR AND SUPPLIES							
CL 27813	4	37905 Eco Thaw	SPECIALTY TURF & AG	11/13	40.07		
CL 27961	9	34337 Nuts & Bolts, Wall Ancho	D&G ACE CANNON FALLS	11/13	2.57		
Object Total:				518.77 DB	42.64		561.41 DB
3210 TELEPHONE							
CL 27819	1	November Svces-Library	FRONTIER COMMUNICATIONS	11/13	237.67		
Object Total:				2,211.21 DB	237.67		2,448.88 DB
3220 POSTAGE							
CL 27841	2	38201 Mailers	SOUTHEASTERN LIBRARIES COO	11/13	9.46		
CL 27841	3	38201 Postage on Mailers	SOUTHEASTERN LIBRARIES COO	11/13	39.56		
Object Total:				1,514.72 DB	49.02		1,563.74 DB
3830 GAS UTILITIES							
CL 27826	1	October Svces-Library	MINNESOTA ENERGY RESOURCES	11/13	83.38		
Object Total:				3,392.38 DB	83.38		3,475.76 DB
3890 OTHER UTILITIES							
CL 27797	7	Svces-Library	CITY OF CANNON FALLS	11/13	44.36		
CL 27857	1	November Svces-Library	GIBSON SANITATION LLC	11/13	30.01		
Object Total:				715.57 DB	74.37		789.94 DB
4010 BUILDING REPAIR AND SERVICES							
CL 27829	1	902988 Windows Cleaned-Library	CUSTOM CARE CLEANING	11/13	975.00		
CL 27829	2	902988 Clean Upper Window Ledge	CUSTOM CARE CLEANING	11/13	200.00		
Object Total:				2,928.66 DB	1,175.00		4,103.66 DB
4040 EQUIPMENT REPAIR AND SERVICES							
CL 27776	1	562089 October Copier Maintenanc	METRO SALES INC	11/13	119.73		
Object Total:				2,457.19 DB	119.73		2,576.92 DB
4092 SELCO SERVICE CONTRACT							
CL 27841	1	38201 Basic Services Fee	SOUTHEASTERN LIBRARIES COO	11/13	881.00		
CL 27841	4	38201 PC Support	SOUTHEASTERN LIBRARIES COO	11/13	85.42		
Object Total:				10,429.20 DB	966.42		11,395.62 DB
4120 BUILDING RENTAL EXPENSE							
JV 3672	1	LIBRARY RENTAL-NOVEMBER		11/13	1,250.00		
Object Total:				12,500.00 DB	1,250.00		13,750.00 DB
4390 OTHER CHARGES							
CL 27837	2	Reimb-Cling Wrap, Punch Bowl	HOLMES-HELGREN HEIDI	11/13	5.36		
Object Total:				2,405.70 DB	5.36		2,411.06 DB
4391 PERIODICALS							
CL 27489	1	Renewal	CREATING KEEPSAKES	11/13		24.00	
CL 27777	1	52 Weeks Subscription	NORTHFIELD NEWS	11/13	70.20		
RV 1037	17	CREATIVE CRAFTS-REF SUBSCRIPTI		11/13		35.61	
Object Total:				2,853.69 DB	70.20	59.61	2,864.28 DB
4393 PROGRAMS							
CL 27748	3	Program Supplies	ECONOFOODS	11/13	10.48		
CL 27754	1	6600244900 Program Supplies	ORIENTAL TRADING CO INC	11/13	52.18		
CL 27814	1	Library Program	DAVE SIBINSKI	11/13	300.00		
CL 27816	1	Antique Appraisal Event	MARK MORAN	11/13	400.00		
CL 27837	1	Reimb-Program Supplies	HOLMES-HELGREN HEIDI	11/13	7.50		
Object Total:				1,719.32 DB	770.16		2,489.48 DB

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Funds 211- 211, Accounts 300000-999999

Fund/Account/ Doc/Line #		Description	Vendor/Receipt From	Acct. Period	Debit	Credit	Ending Balance
211 LIBRARY FUND							
455100 LIBRARY							
5600 FURNITURE/OFFICE EQUIP							
CL	27773	1	Reimb For Chairs-COSTCO	HOLMES-HELGREN HEIDI	11/13	39.17	
CL	27773	2	Reimb For Chairs-COSTCO	HOLMES-HELGREN HEIDI	11/13	39.17	
CL	27783	1	Proj: 550-130310 50% Deposit-Ch	EMBURY LTD	11/13	976.78	
Object Total:				50,822.31 DB	1,055.12		51,877.43 DB
5900 BOOKS							
CL	27769	1	Books	BAKER & TAYLOR ENTERTAINME	11/13	965.53	
CL	27769	2	Books	BAKER & TAYLOR ENTERTAINME	11/13	782.17	
CL	27817	1	Reimb-Books	ZIERDEN, CYNDI	11/13	16.08	
CL	27845	1	96551 Books	CHILDREN'S PLUS INC	11/13	285.86	
Object Total:				15,325.41 DB	2,049.64		17,375.05 DB
Account Total:				354,170.08 DB	30,811.55	59.61	384,922.02 DB
Fund Total:					30,817.55	731.56	
Grand Total:					30,817.55	731.56	

The following information is excerpted from the *Cannon Falls Library Policy Manual* (CFLPM). For complete rules and guidelines, please read the CFLPM, available in the Library.

### Library Card Use

- \* Minors must be at least 6 years old or through kindergarten to be registered.
- \* All minor applicants must have the signature of a parent or guardian who can provide photo ID or a valid library card already registered in the SELCO system. This signature and the signature of the applying minor must be witnessed by library staff.
- \* Parents/guardians of minor children may limit borrowing privileges by media type, revoke all borrowing privileges, and/or obtain information regarding the minor child's account. Details of these procedures are outlined in the CFLPM
- \* The library card for a given account must be presented in order to borrow library materials on that account, access account information, or pay fines charged against the account.
- \* All items on reserve, whether owned by the Cannon Falls Library or requested from another library, must be borrowed on the card used to place the request.
- \* Please report lost or stolen cards immediately.
- \* Please inform the library of any change of address, new phone number, name change, etc.
- \* Fines will be charged against a patron's card for materials which are lost or damaged, or which are returned/renewed after the due date given. Fines will also be charged for video cassettes which are not rewound and for reserve items which are not picked up.
- \* The library strongly discourages lending your card or borrowing materials on behalf of others. Any loss or damage of materials will be the responsibility of the card holder.

The borrowing privileges of any patron may be temporarily suspended at the discretion of the library staff.

Compiled for the Cannon Falls Library

HHH 3/8/2010



**Phone 507-263-2804**

[cfl\\_ill@selco.info](mailto:cfl_ill@selco.info)

**Card Catalog and Account Information**  
also available via our web-based catalog at

[www.selco.info](http://www.selco.info)

Getting a library card is simple and free. Just complete the attached form and bring the unsigned form to the library desk, along with a valid photo ID.\*

Library staff will register you and issue your SELCO library card. This card will be instantly recognized at all public libraries in the SELCO region, with the exception of Rochester Public Library.

Your library card will also be accepted by other public libraries throughout the state of Minnesota, including Rochester, although you will need to register in each library or library system.

Your card is required in order to borrow materials, access account information (for example, to find out what books you have out), and to use some equipment in the library, including the Internet computers.

Please treat your library card as you would your license or credit cards. A lost card should be reported immediately to any SELCO library. **There is a \$3 charge to replace a lost card.**

### **Children's Information**

### **Library card #**

Child's Full Name **CF-** \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ County of Residence \_\_\_\_\_

Child's Birth Date \_\_\_\_\_


Child's signature \_\_\_\_\_


M \_\_\_\_\_ F \_\_\_\_\_ **A** \_\_\_\_\_ Staff initial/date \_\_\_\_\_


- Library cards are issued free to Minnesota residents. An annual fee is charged to all out-of-state borrowers. Check with staff for current rate.
- Residents of Dakota County will be issued a Dakota County library card. Registration will not be complete in the Dakota County system until application is forwarded and entered by DCL staff.




*Special notes to minors  
and their parents*

 We encourage every child who is at least age 6 to have his/her own library card. We feel that a library card is a good way to teach responsibility as a child borrows materials, keeps track of them, and returns them promptly for others to use. Similarly, having a library card can provide a lesson in consequences, should materials be returned late or in poor condition. A library card of his/her own can also give a child a feeling of importance and independence, as s/he chooses his/her own materials and carries them home.

 Some parents choose to have their child continue to use Mom's or Dad's card until s/he is older. Some choose to have the child get a card, but keep it in Mom's purse or Dad's wallet. Others have the child keep track of his/her own card. The choice is yours. Just remember, whatever you decide, your child will need to have a library card with him/her in order to borrow library materials. If s/he does not have a card of his/her own and is in the library without your card, we will not lend materials on your account.

 Information regarding an individual's library card is, by law, considered private to that individual. According to MN law, the definition of "individual" includes parents and legal guardians. Parents wishing to know what books, videos, or other materials their minor child has out are asked to present the minor's card or account number. The parent's library card or photo ID will be accepted in lieu of the minor's card, providing the address on the adult record/ID matches that in the minor's library record. Other accommodations may be made for parents/guardians who reside separately from their minor children.

 Minor children may request that their library account information be withheld from their parents/guardians. To do so, s/he must complete the "Data Privacy Withholding Form", which will be reviewed by the library's responsible authority. The request will be granted if determined to be in the best interest of the minor.

Please also be aware that the Cannon Falls Library does not have separate rules for adults and children (under age 18). All cardholders have the same borrowing privileges. We cannot monitor the content of what your child borrows on his/her card. We encourage parents to discuss with their children what is or isn't appropriate for them to read or view. We also recognize that parents can't be with their children every minute of the day. We are, therefore, willing to help you monitor your child's choices by limiting his/her card by media type, but we will not limit by content (i.e. we will include a note of "No videos", but not "No 'R' videos"). Such requests should be made in person at the library, and parents must provide their child's library card as well as their own library card or other positive identification.

**This side to be completed by PARENT or LEGAL GUARDIAN if applicant is under age 18**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Drivers License # \_\_\_\_\_

**I am willing that my child shall have all rights and responsibilities inherent in being a library card holder. I understand that I may be obligated to make good any damage or loss and to pay any fines justly charged to him or her.**

\_\_\_\_\_  
*Signature of parent or legal guardian*

Yes \_\_\_\_\_ No \_\_\_\_\_ I agree to allow my child Filtered Internet access.

Cannon Falls Library  
Director's Report  
January 9, 2014

**Program Attendance:**

Adults

Movies 9

Children

Storytime 23

Ornament Workshop 36

Christmas Storytime 25

**E-Materials**

2012 57 users checked out 194 e-materials

2013 70 users checked out 267 e-materials

**Staff Accomplishments**

Holiday movies and holiday readings kept our staff busy during December. New activities and a new approach to Christmas decorating provided a bustle of activity physically and virtually.

**Board Business**

New Board Member Introduction: Phil Hammes

Elections : Each year we elect a president, vice-president and secretary. Nominations are made at the board meeting

May Closing: Doug Carroll of Custom Care Cleaning Service has requested for liability issues that we close the library on Saturday May 31 for carpet cleaning to allow adequate time for drying before opening on Monday morning

Children's Card Policy: Attached you will find a copy of our current children's card and internet policy. Please read through it and we will be discussing how this current policy does or does not integrate with the Pharos PC control system. Questions to think about are: do we want to continue having parents decide whether or not their children are allowed access to our internet services? Do we want to change the policy to include internet as another material that we offer?

**Library Board Meeting Change:**

I will be out of town during the regularly scheduled February Board meeting. I request we cancel the February meeting and resume in March when I will present the yearly State report.